



Department of Transportation

INSTRUCTIONAL LETTER

IL 4008.00

Effective Date: August 22, 1997

Expiration Date: ~~August 21, 1998~~

~~February 28, 2001~~

March 31, 2002

/s/ Alan O. King
Assistant Secretary
Environmental and Engineering Service Center

Washington State Patrol Traffic Control Assistance in Work Zones

I. Introduction

A. Purpose

This instructional letter establishes rules and procedures for Washington State Department of Transportation (WSDOT) employees to plan for and obtain work zone traffic control assistance from the Washington State Patrol (WSP).

B. Background

The presence of the WSP during critical phases of construction and maintenance enhances motorist and worker safety. The Work Zone Safety Task Force convened a team of WSDOT and WSP experts to develop this guidance.

II. Rules

The following rules are established to ensure the department achieves maximum benefit from agreements with WSP.

A. Design Phase

1. Safety as a Design Element:

Consideration of WSP traffic control assistance for enhanced work zone safety will be included as an element in design and engineering.

2. Task Assignment:

- a. Complete WSDOT Form 130-101 EF “Task Assignment Agreement” (Appendix 2, attached) to establish the tasks identified.
 - b. The funded task order for WSP assistance is placed as a below the line agreement item in the PS&E estimate. For more information please refer to the *Design Manual*, M 22-01, and the *Plans Preparation Manual*, M 22-31.
3. Contract Documents:

The contract documents should not make any reference to the use of WSP traffic control assistance. This is a WSDOT provided and directed item and does not involve the bid process or the contractor’s consideration.

B. Construction

1. Clear procedures will be established within each region to schedule, implement, and evaluate WSP assistance in specific work zones.
2. If WSP is expected to participate on a project, a WSP representative will be invited to the pre-construction conference to discuss the traffic control strategy and implementation.
3. Complete [WSDOT Form 421-045 EF, “WSP Field Check List”](#) (Appendix 3, attached) according to agreements identified. Route copies to the region traffic control specialist for final records tracking and review of WSP assistance used on the project.

C. Maintenance

Clear procedures will be established within each region to schedule, implement, and periodically evaluate WSP assistance with maintenance operations.

D. Strategy Meeting

When the need for WSP assistance has been identified, a strategy meeting will be held with WSP to review strategies for traffic safety and specific project and scheduling needs.

III. Recommended Procedures

Work zone safety needs are variable by location and project. It is expected the following procedures will be used when appropriate and feasible:

A. Design Phase

1. Indicators for WSP Assistance:

Work zone sites exhibiting one or more of the characteristics listed in Chapter 5 of the *Traffic Manual*, M 51-02 may indicate the need for WSP assistance. These characteristics must be evaluated to determine if WSP assistance is appropriate for a given project.

2. WSDOT Traffic Control:

- a. Provide for traffic control procedures and devices, such as flaggers, buffer vehicles, and ramp closures, as contract items. WSP is not a replacement for proper traffic control procedures or equipment.
- b. Examples of WSP traffic control assistance can be found in “[Typical Plans](#)” ([Appendix 4 attached](#)). These are provided as guidance for field application, safety, effectiveness, and work force estimates.

B. Construction

Regions may consider the following guidance to develop procedures for WSP assistance.

1. Strategy meeting — recommended attendees:

- a. WSP scheduling coordinator
- b. WSDOT project engineer
- c. WSDOT project traffic control supervisor
- d. WSDOT region traffic control specialist (agreement manager).

2. Strategy meeting — recommended issues to address:

[WSDOT Form 421-045 EF, “WSP Field Check List”](#) ([Appendix 3](#), attached) is the key tool for linking the WSP trooper and the WSDOT inspector at the job site. It establishes the daily procedures to ensure adequate communications and scheduling. In addition, the following issues are of particular importance to emphasize at the strategy meeting.

- a. Detailed work schedule agreements and availability of troopers.
- b. Development of a strategy plan that includes active patrols, enforcement, worker security, presence and traffic control compliance. Proper use of WSP vehicle lights should also be discussed as part of the strategy development (blue/red for enforcement, compliance and emergencies; yellow for presence; etc.).

- c. Establish a short notice schedule change procedure in case of unforeseen events such as poor weather, equipment break down, change in work operation, etc. Note: troopers are entitled to a 4-hour minimum shift.
- d. Establish proper work zone locations for WSP vehicles and discussion of the plans. See “[Typical Plans](#)” ([Appendix 4](#), attached). Emphasize WSP vehicles may not be placed in an unprotected location, except in an emergency. Truck mounted attenuators (TMA) must be included in the project if buffer vehicles are needed.
- e. Inform WSP representative that on site trooper(s) are expected to follow the pre-determined check-in procedure and meet with the WSDOT inspector prior to the start of the work shift to receive specific instructions.
- f. Inform all attendees that the WSP will not respond to contractor contacts or direction.

3. WSP scheduling:

Five days advance notice to initiate the WSP work schedule is desirable (assuming the task assignment has been previously processed).

4. Typical WSP traffic control strategies:

Typical traffic control assistance strategies employed by the WSP may include:

- a. Advance warning/compliance during the traffic control setup/removal. WSP will shadow the setup/removal operation as shown in “[Typical Plans](#)” ([Appendix 4](#), attached).
- b. Use of speed enforcement techniques, radar, patrolling, presence. Two troopers may be needed for speed enforcement.
- c. Temporary intersection control.
- d. Worker security through on-site WSP presence.
- e. Troopers are encouraged to provide input on traffic control strategies, share local traffic knowledge, and direct any emergency situations.

5. Excluded WSP traffic control strategies:

The use of WSP troopers and their vehicles are a supplemental security feature of the traffic control setup. Some exclusions:

- a. WSP presence is not a substitute for proper traffic control.
- b. WSP vehicles are not buffer vehicles.

- c. WSP is not appropriate for a one-person ramp closure. Use appropriate traffic control plans (TCP) and devices.
- d. In the absence of extenuating circumstances, WSP assistance is not needed for low impact traffic and worker operations such as shoulder closures, daytime single lane closures, etc.

6. Inspectors:

The inspector is expected to ensure that the traffic control assistance strategy is being successfully implemented by the trooper, through good communication and discussion of strategy expectations. Methods to achieve this may include the following activities:

- a. Review and discuss the completed [WSDOT Form 421-045 EF, "WSP Field Check List"](#) ([Appendix 3](#), attached) with the WSP trooper.
- b. Evaluate effectiveness of that day's WSP assistance along with any possible improvements for the next shift.
- c. Obtain copies of any accident reports.
- d. Review the need for schedule changes in the next shift.
- e. Consult with the region traffic control specialist to address any work zone traffic control issues or concerns that may arise during the course of the project.
- f. Schedule a project review and meeting to resolve any work zone traffic control issues or concerns that may arise during the course of the project.

C. Maintenance

1. WSP traffic control indicators and strategies:

Certain maintenance operations should also be considered for WSP traffic control assistance. The previous section on construction traffic control strategies may be applied to maintenance operations.

2. Task Assignment Agreement:

It is recommended that an "open ended" WSP maintenance assistance task order, [WSDOT Form 130-101 EF "Task Assignment Agreement"](#) ([Appendix 2](#), attached) be set up in advance of any need for WSP assistance, in order to expedite the process once actual assistance is needed. The region traffic control specialist can assist with the task order.

3. Maintenance supervisor:

The expectations of the maintenance supervisor are the same as the inspector of a construction project, and are outlined in [B. 6.](#) above.

IV. Alternate Formats

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect (360) 664-9009. Deaf and hearing impaired persons may call 1-800-833-6388 (TTY relay service).

V. Appendices

1. [References](#)
2. [WSDOT Form 130-010 EF, "Task Assignment"](#)
3. [WSDOT Form 421-045 EF, "WSP Field Check List"](#)
4. [WSDOT "Typical Plans"](#)
5. [Statewide Traffic Control Agreement GC 91-31](#)

Appendix 1

References

1. WSDOT Form 130-010 EF, “Task Assignment” (Appendix 2)
2. WSDOT Form 421-045 EF, “WSP Field Check List” (Appendix 3)
3. WSDOT “Typical Plans” (Appendix 4)
4. WSDOT Traffic Manual, M 51-02
5. WSDOT Design Manual, M 22-01
6. Statewide Traffic Control Agreement GC 9131 between WSDOT and WSP (Appendix 5)

Appendix 2

WSDOT Form 130-010 EF, "Task Assignment"



**Washington State
Department of Transportation**

Task Assignment

Agreement No. *(To be filled in by Agreement Manager)*

Task No. _____ Amendment No. _____ Work Order Authorization No. _____

All terms and conditions of this agreement are in full force and effect for this Task Assignment.

Project Information

Project Title _____

Project Location _____

State Route No. _____ Fed. Aid Project No. _____ Control Section _____

Org. Code _____ Other (If not Highway) _____

Task Manager Information

Task Manager _____ Phone _____ Mailstop _____

Mailing Address _____

Consultant

Consultant Name _____

Contact Person _____

Phone _____ Fax _____

Scope of Task Assignment

Provide brief description of work and reference attachments for prime consultant and all subconsultants (to include detailed description of work schedule and estimate).

Task Schedule and Cost

	<u>New Task</u>	<u>Task Amendment</u>
Pretask Start Date _____ <i>No payment for pre-task work done PRIOR to this date</i>	Pre-Task Amt. _____	Previous Authorized Amt. _____
Task Start Date _____ <i>No payment for work done PRIOR to this date</i>	Task Amt. _____	Task Amendment Amt. _____
Task End Date _____ <i>No payment for work done AFTER this date</i>	Total Task Amt. _____	Total Amended Task Amt. _____

Approval Signatures *Note: Two original signed Documents are required.*

The following signatures authorize (check whichever applies):

☐ Pre-task ☐ Task ☐ Both the Pre-task and Task Assignment

Consultant / Organization _____

Authorized Department Representative _____

Agreement Manager _____ Org. Code _____

DOT Form 130-010 EF
Revised 4/97

Distribution: Originals: ☐ Agency ☐ Consultant ☐ Accountant
Copies: ☐ File ☐ External Audit ☐ Capital Financial Mgmt.
☐ Task Manager ☐ Consultant Services ☐ Other _____

Appendix 3

WSDOT Form 421-045 EF, "WSP Field Check List"



**Washington State
Department of Transportation**



WSP Field Check List

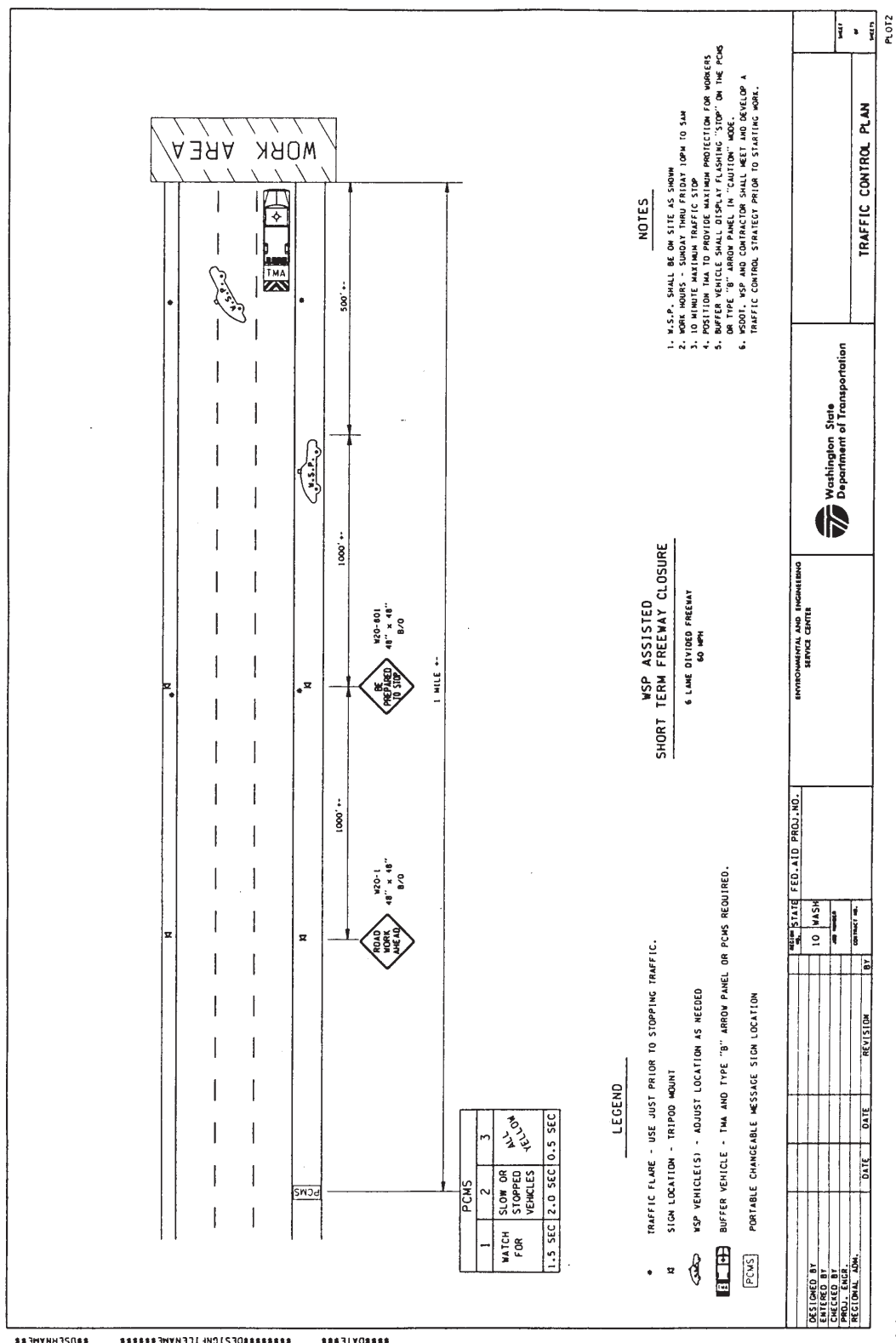
Today's Date:

To be Completed by WSDOT Inspector

Contract No.	SR		Begin WSP Shift	End WSP Shift
Milepost From _____ To _____		Date		
		Time	<input type="radio"/> AM <input type="radio"/> PM	<input type="radio"/> AM <input type="radio"/> PM
Title _____				
Project Engineer			WSP Task Order No.	
WSDOT Onsite Contact			Field Phone (include area code)	
Traffic Control Strategy Meeting Location			Attended By	
Traffic Control Strategy (review with WSP officer)				

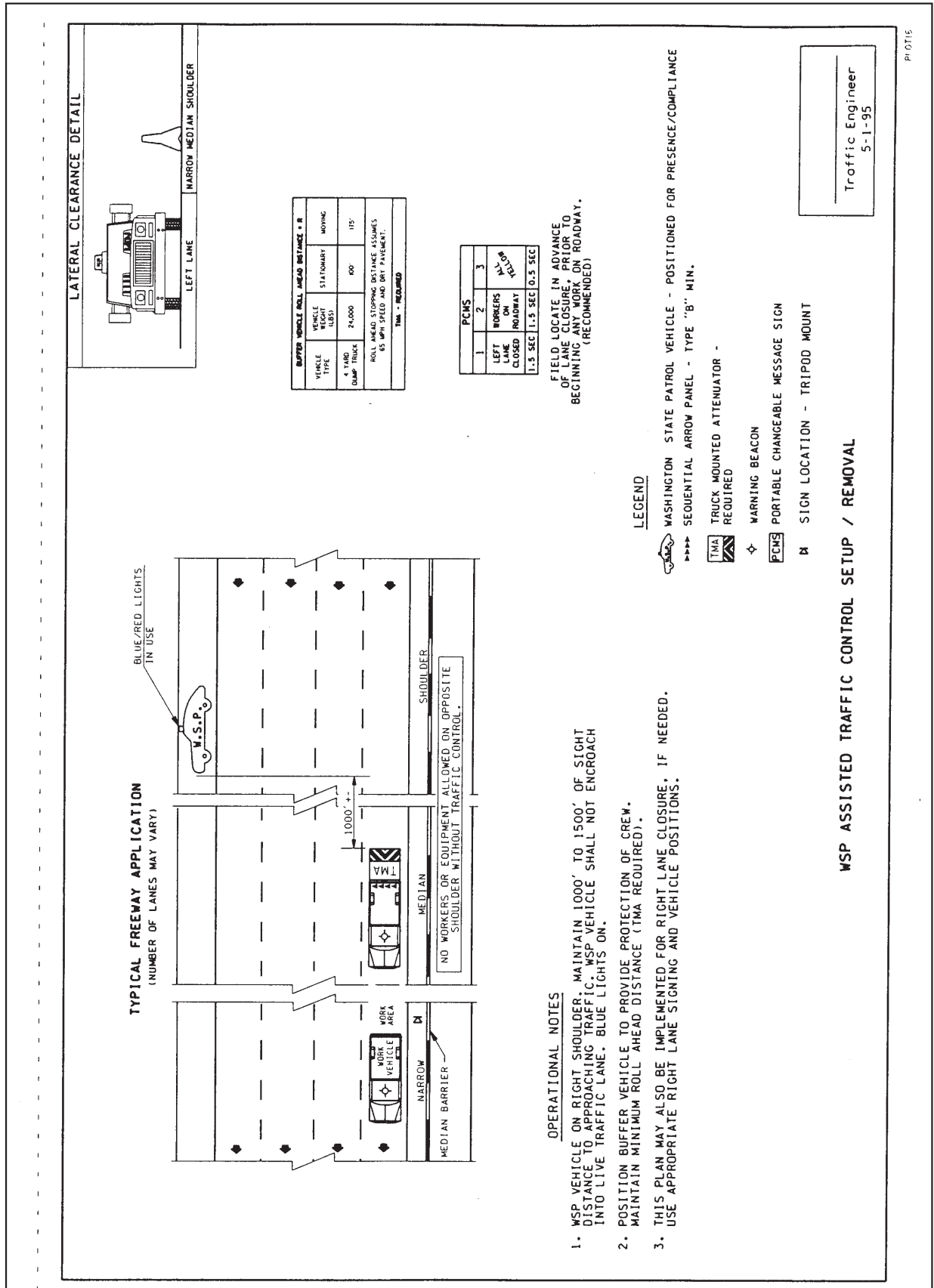
To be Completed by WSP Officer - Return Completed Form to WSDOT Inspector

Percent of Time	Duties								
_____	Assistance in traffic control setup and takedown (blue lights)								
_____	Passive presence (yellow lights)								
_____	Proactive patrol in work zone (blue lights)								
_____	Ramp closures (yellow lights)								
_____	Lane closure (yellow lights)								
_____	Road closure (yellow lights)								
_____	Detours (yellow lights)								
_____	Other duties as outlined in Strategy Session (above)								
_____ _____									
Is a second officer needed for similar work in the future? <input type="checkbox"/> Yes <input type="checkbox"/> No									
Suggestions For Traffic Control Improvements (mandatory): _____ _____ _____ _____									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Total Violators Contacted</td> <td style="width: 50%;">No. of Accidents Within Work Zone</td> </tr> <tr> <td colspan="2"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">WSP Officer Name</td> <td style="width: 40%;">WSP Badge No.</td> </tr> <tr> <td colspan="2"> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </td> </tr> </table> </td> </tr> </table>		Total Violators Contacted	No. of Accidents Within Work Zone	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">WSP Officer Name</td> <td style="width: 40%;">WSP Badge No.</td> </tr> <tr> <td colspan="2"> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </td> </tr> </table>		WSP Officer Name	WSP Badge No.	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Total Violators Contacted	No. of Accidents Within Work Zone								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">WSP Officer Name</td> <td style="width: 40%;">WSP Badge No.</td> </tr> <tr> <td colspan="2"> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </td> </tr> </table>		WSP Officer Name	WSP Badge No.	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>					
WSP Officer Name	WSP Badge No.								
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>									





WSDOT "Typical Plans"



Appendix 5
Statewide Traffic Control Agreement GC 9131
Between WSDOT and WSP

STATE WIDE TRAFFIC CONTROL AGREEMENT

THIS AGREEMENT, made and entered into this 1st day of July, 1990, by and between the State of Washington, Department of Transportation, acting by and through the Secretary of the Department of Transportation, hereinafter called the "WSDOT", and the Washington State Patrol, General, Administration Building, Olympia, Wa. 98504, hereinafter called the "WSP"

WHEREAS, WSDOT has concerns for the safety of the traveling public and desires additional traffic control during; highway construction, maintenance, special events on State Highways, filming on State Highways, lane closures, ramp closures, detours and other items which may disrupt the smooth flow of traffic or increase the risk of accident to the traveling public, and

WHEREAS, WSDOT does not have sufficient personnel trained in traffic control available state wide to provide traffic control that results in a safe operation to the traveling public, and

WHEREAS, WSP, is also concerned with the Safety of the traveling public and it is deemed to be in the public interest for the WSP to assist WSDOT in traffic control, and

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performance contained herein, it is mutually agreed as follows:

I

GENERAL

WSP shall furnish troopers, vehicles and associated equipment to assist the WSDOT in traffic control operations when requested by WSDOT. The work under this Agreement to be assigned to WSP, may include but is not limited to the following: rolling slowdowns, flagging, controlling pedestrians, spectators and participants, controlling signalized intersections, controlling traffic in restricted lane situations and/or providing support during ramp, lane or road closures.

The officers provided by WSP, under the terms of this AGREEMENT, shall be under the direct command and control of the Chief of the WSP or his designee and shall perform the duties required by this AGREEMENT in a manner consistent with WSP policy and regulations, applicable state and local laws, and the Constitutions of the State of Washington and the United States.

**Statewide Traffic Control Agreement GC 9131
Between WSDOT and WSP**

The assignment of personnel to accomplish the purpose of this AGREEMENT shall be at the discretion of the Chief of the WSP or his designee.

II

SCOPE OF WORK

Under the terms of this agreement, WSDOT may assign work to the WSP for traffic control. WSP shall provide those services authorized by task assignment. WSP shall provide all "on call" services in accordance with all applicable State and Federal laws, rules, regulations, the WSP/WSDOT memorandum of understanding "JOINT POLICY GUIDELINES FOR EVENTS ON STATE HIGHWAYS", and the WSP/WSDOT memorandum of understanding "JOINT POLICY GUIDELINES FOR FILMING ON STATE HIGHWAYS". Task assignments shall be made in writing and shall at a minimum include; date, time, location of service, number of personnel and type of equipment, estimated hours per day, estimated number of days, and name, location and phone number of WSDOT contact in charge of the work. If time does not allow preparation of a written task order prior to start of work, WSDOT may verbally authorize WSP to proceed with the work and document this authorization with a written task order within 72 hours after the verbal authorization.

III

COMPENSATION

WSDOT shall reimburse WSP for all reimbursable work which is required by WSDOT contractors. All others requesting traffic control and other services shall reimburse WSP directly. The services which may be requested, may include but shall not be limited to interstate work, traffic control requested by contractors and developers, special events, filming on State Highways and movement of oversize equipment over State Highways. Services requested by WSDOT for work on State Highways for which WSDOT is not reimbursed by another, shall not be considered reimbursable to WSP.

WSDOT, in consideration of faithful performance of the work to be performed by WSP, agrees to pay WSP actual direct and related indirect costs in accordance with a work order accounting procedure as prescribed and approved by the Office of Financial Management for all reimbursable work requested by WSDOT. WSDOT shall require all organizations requesting WSP Traffic control services through WSDOT to pay WSP directly within 30 days from receiving WSP'S invoice. All labor costs billed to WSDOT by WSP shall comply with the provisions of the Washington State Patrol Officer Regulation Manual and the Washington State Patrol Fiscal Information Booklet relating to employee compensation.

**Statewide Traffic Control Agreement GC 9131
Between WSDOT and WSP**

Partial Payments to cover costs incurred for WSDOT Contractors shall be made by WSDOT upon request of the WSP. Such requests shall not be more frequently than once per month and payment shall be made by WSDOT to the WSP within (30) days following receipt of such requests for partial payment.

IV

EXTRA WORK

In the event unforeseen conditions require an increase in the cost of a specific task assignment by twenty-five percent (25%) or more, or a change in scope of the work which is to be accomplished in connection with a specific task assignment, the task assignment and/or agreement will be modified to cover the increase or change.

In the event it is determined that any change from the statement of work contained in this agreement is required, approval must be secured from WSDOT prior to beginning of such work.

Reimbursement for increased work/or a substantial change to the statement of work shall be limited to costs covered by a modified task order approved by WSDOT.

V

NOTICE TO PROCEED

WSDOTS representative on this agreement shall be the District Administrator of the WSDOT District which the work is being performed or his appointed representative, except in the case of oversize loads the authorization would come from the Headquarters Operations Division in Olympia. These representatives shall be responsible for requesting the WSP services and shall be responsible for verifying and processing the billings for payment. WSP'S representative shall be the Headquarters Duty Officer or his designee.

**Statewide Traffic Control Agreement GC 9131
Between WSDOT and WSP**

VI

RECORD RETENTION AND AUDIT

WSP shall keep available for inspection and/or audit by WSDOT and the United States, for a period of five years after final payment, the cost records and accounts pertaining to this Agreement and all items related to or have bearing upon these records with the following exception: if any litigation, claim or audit is started before the five year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved. The five year retention period begins when WSP receives final payment for a specific task assignment.

VII

TERMINATION

Either party to this Agreement may terminate this Agreement by giving 30 days written notice to the other party.


VIII

LIABILITY

No liability shall attach to WSDOT or to the WSP by reason of entering into this Agreement except as expressly provided herein.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

WASHINGTON STATE PATROL



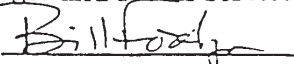
Approved as to form

MAY 23 1991

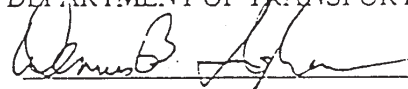
BY 

Assistant Attorney General

Budget and Fiscal Services

By 

STATE OF WASHINGTON
DEPARTMENT OF TRANSPORTATION



Dennis B. Ingham
Assistant Secretary for
Program Development

GC9131